



# 21st GMS Ministerial Conference

30 November–1 December 2016 • Thailand

*Chiang Rai*

*“Spurring Inclusive Growth Along the GMS Economic Corridors”*

**INFORMATION NOTE**

(As of 17 November 2016)

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Welcome to the 21<sup>st</sup> Greater Mekong Subregion Ministerial Conference! The Royal Thai Government is happy to host this event, with the support of the Asian Development Bank.

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## 1. CONFERENCE VENUE

The conference will be held in **Le Méridien Chiang Rai Resort**.

Address:

21/2 Moo 20 Kwaewai Road, Tambon Robwieng, Amphur Muang, Chiang Rai 57000, Thailand

Tel: +66-53 603-333 ; Fax: +66-53 603-330

Website: [www.lemeridienchaingrai.com](http://www.lemeridienchaingrai.com)



From the Mae Fah Luang–Chiang Rai International Airport to Le Méridien Chiang Rai Resort (5.5 km.), travel time by car is approximately 15 minutes.



## 2. SCHEDULE OF EVENTS

<b>29 November 2016 (Tuesday)</b>		<b>Venue</b>
1830 – 2030	Welcome Reception Hosted by ADB <i>(By Invitation)</i>	Riverside Terrace
<b>30 November 2016 (Wednesday)</b>		
0815 – 1230	GMS Senior Officials' Meeting <i>(GMS Senior Officials and ADB Representatives)</i>	Utopia 1
1230 – 1330	Lunch <i>(Participants of the GMS Senior Officials' Meeting and GMS Development Partners' Meeting)</i>	Latest Recipe Restaurant
1300 – 1630	GMS Development Partners' Meeting <i>(Development Partners, GMS Senior Officials, GMS Business Council Representatives, and ADB Representatives)</i>	Utopia 1
1800 – 2100	Gala Dinner Hosted by the Royal Thai Government <i>(All Participants)</i>	Le Méridien Garden
<b>1 December 2016 (Thursday)</b>		
0830 – 1230	21 <sup>st</sup> GMS Ministerial Meeting <i>(GMS Ministers, ADB Vice-President, GMS Senior Officials, Development Partners, GMS Business Council Representatives, and ADB Representatives)</i>	Utopia Ballroom (Utopia 1 and 2)
1230 – 1400	Lunch <ul style="list-style-type: none"> <li>- Heads of Delegation</li> <li>- All Other Participants</li> </ul>	Private Room of Latest Recipe Restaurant  Latest Recipe, Favola Restaurants
1400 – 1550	GMS Ministerial Retreat <i>(Heads of Delegation + 4 Senior Officials)</i>  <i>Listening Room: up to 7 Delegates per GMS Country</i>	Library  <i>Chamcha</i>
1600 – 1630	Press Conference	Chamcha

The provisional agenda of the meetings are in Annex I.

Participants who are not part of the GMS Ministerial Retreat may join a site visit to the **Doi Tung Development Project** on 1 December, 1330-1700 H. Details of the site visit are in Annex II.

### 3. DRESS CODE

In commemoration of the late King of Thailand, His Majesty King Bhumibol Adulyadej, participants are requested to wear **black and/or white** throughout the conference.

For the Gala Dinner hosted by the Royal Thai Government, comfortable footwear is recommended, especially for the ladies, since venue is outdoors.

### 4. CONFERENCE REGISTRATION

**Pre-Conference Registration.** All participants are required to register by submitting a completed registration form to the National Economic and Social Development Board (NESDB) of Thailand (e-mail: [vudthidech@nesdb.go.th](mailto:vudthidech@nesdb.go.th), [prembun@nesdb.go.th](mailto:prembun@nesdb.go.th), [ongart@nesdb.go.th](mailto:ongart@nesdb.go.th)) **on or before 21 October 2016**. Registration forms are coursed through the GMS National Coordinators for country delegates, and sent directly to other invited participants, including development partners and private sector representatives.

GMS National Coordinators are requested to submit **on or before 21 October 2016** the official list of country delegates using the GMS Country Delegation Confirmation Form to NESDB (e-mail: [vudthidech@nesdb.go.th](mailto:vudthidech@nesdb.go.th), [prembun@nesdb.go.th](mailto:prembun@nesdb.go.th), [ongart@nesdb.go.th](mailto:ongart@nesdb.go.th)), with copy to ADB (e-mail: [shinata@adb.org](mailto:shinata@adb.org), [rsancio.consultant@adb.org](mailto:rsancio.consultant@adb.org); fax: +63-2 636-226).

**On-site Registration.** Participants who are unable to register prior to the conference may register on-site in person upon presentation of their letter of invitation or nomination and completion of an on-site registration form. **On-site registration opens on 29 November 2016, and follows the schedule below.** Please proceed to the on-site registration venue with the required documents.

On-site Registration Schedule		
Date	Time	Venue
29 November 2016 (Tuesday)	1400 – 2000	Hotel Lobby
30 November 2016 (Wednesday)	0800 – 1700	Hotel Lobby

**Media.** Media organizations from GMS countries are requested to register through the office of the GMS National Coordinators.

Media are allowed to cover only the opening ceremony of the Ministerial Meeting on 1 December 2016, 0900-1015 H, and participate in the Press Conference, 1600-1630 H.

### 5. CONFERENCE IDENTIFICATION BADGES

Conference identification badges (ID) will be available on **29 November 2016** for participants who registered prior to the conference. For GMS country delegates,

conference IDs will be distributed by assigned liaison officers upon arrival. Heads of Delegation (HODs) for the Senior Officials' Meeting (SOM) and the Ministerial Meeting (MM) will receive their specially designed pins through the liaison officers as well.

Other participants (representatives of development partners, private sector and media) may collect their IDs at the on-site registration venue. **On-site registration opens on 29 November 2016, following the schedule in section 4.**

The conference ID is strictly required to gain entry into meeting and function areas. **Please wear your conference ID prominently at all times during meetings and functions.** Lost ID must be reported immediately to the Conference Secretariat or liaison officers.

## 6. VISA

Participants are responsible for arranging their visa, if required. Please contact the Conference Secretariat should assistance be needed for visa applications.

## 7. HOTEL ARRANGEMENTS

### 7.1 Le Méridien Chiang Rai Resort

The Le Méridien Chiang Rai Resort is the host hotel for the conference (Annex III). Block reservation has been made for participants with the following exclusive room rates:

Room Categories	Room Size (sq. m.)	Room Rate Single/Double (Baht)
Deluxe Garden View	53	5,000 net
Deluxe River View	53	5,500 net
Grand Deluxe	66	6,000 net

*Note: Room rates are net (inclusive of 10% service charge and applicable government tax), and include daily buffet breakfast at the Latest Recipe Restaurant from 0600 to 1030 H and internet access in the rooms. Hotel check-in time is at 1500 H and check-out is at 1200 H. Early check-in and late check-out are subject to room availability and applicable charges.*

**ADB-sponsored country delegates.** GMS National Coordinators are requested to nominate delegates to be funded by ADB by submitting the Country Delegation Confirmation Form **on or before 21 October 2016.** HODs for the MM will be provided a Grand Deluxe room. All other sponsored participants will be provided a Deluxe Garden View room. Guidelines for ADB funding are in Annex IV.

**Self-financed country delegates and other participants.** Self-financed participants who plan to stay at Le Méridien Chiang Rai Resort are requested to contact the hotel directly to arrange, confirm and guarantee their bookings (**Ms. Pilasinee Saksaeen**, Reservations Manager; tel: +66-53 603-322; fax: +66-53 603-370; e-mail: [pilasinee.saksaeen@lemeridien.com](mailto:pilasinee.saksaeen@lemeridien.com)). Participants are encouraged to book early since rooms at conference rates are limited and available on a “first come, first served” basis. The hotel reservation form is sent to participants once they are registered.

## 7.2 Alternate Hotel – Dusit Island Resort Chiang Rai

Dusit Island Resort Chiang Rai is the designated alternate hotel. It is 4.6 km. away from Le Méridien Chiang Rai Resort and about 10 minutes travel by car. A free shuttle service will bring participants to and from Le Méridien Chiang Rai Resort. The shuttle service schedule will be provided soon.

Limited rooms at Dusit Island Resort Chiang Rai are available at the following conference rates:

Room Categories	Room Rate Single/Double (Baht)
Deluxe Garden View	3,200 net
Landmark Suite	4,500 net
Landmark Twin	5,800 net
Island Suite	5,800 net

*Note: Room rates are net (inclusive of 10% service charge and applicable government tax), and include daily buffet breakfast and internet access in the rooms. Hotel check-in time is at 1400 H and check-out is at 1200 H. Early check-in and late check-out are subject to room availability and applicable charges.*

Self-financed participants must make reservations directly with the hotel (**Ms. Anchalee/Ms. Mayura**, Reservations Department; tel: +66-53 607-999; fax: +66-53 715-801).

Please contact the Conference Secretariat if assistance in booking accommodations is needed.

## 8. AIRPORT FACILITATION

### 8.1 Country Delegates

**Suvarnabhumi Airport in Bangkok.** Airports of Thailand PLC (AOT) ground staff will meet the HODs for the MM upon arrival and accompany them to the lounge or connecting domestic flight.

**Mae Fah Luang–Chiang Rai International Airport.** The HODs for the SOM and MM will be accorded VIP arrival/departure courtesies (provision of lounge, baggage retrieval/check-in assistance, and customs and immigration facilitation). A representative of the Royal Thai Government, together with the liaison and security officers, will welcome/send off, and escort the HODs.

Country delegates arriving/leaving with the HODs will go through the regular channel for immigration, customs and luggage clearance. The liaison officer will provide assistance, as needed.

The Conference Secretariat requests for the arrival and departure details of HODs to be conveyed early to ensure proper arrival and departure courtesies.

### 8.2 Other Participants

**Mae Fah Luang–Chiang Rai International Airport.** An information desk located outside the international baggage claim area will provide conference-related information and assistance to participants.

## 9. TRANSPORT ARRANGEMENTS

**Country Delegates:** Country delegates arriving and leaving with the HODs will be provided round-trip airport-hotel transportation service in the following accredited chauffeur-driven vehicles:

Delegate	Vehicle
Head of Delegation for the Ministerial Meeting	Mercedes Benz S Class Sedan with 1 police navigating car
Head of Delegation for the Senior Officials' Meeting	Toyota Camry
Country Delegates	Van

Liaison officers will escort delegates to vehicles assigned to bring them to and from designated hotel. A representative from the Royal Thai Government, together with liaison and security officers, will accompany the HODs in travelling to and from designated hotel.



During the conference, the car assigned to the HOD for the MM will be available for his use from 0800 H to 2200 H. The other vehicles assigned to the delegation will be exclusive for airport-hotel transfers for delegates arriving/leaving with the HODs, as well as Dusit Island Resort Chiang Rai - Le Méridien Chiang Rai Resort shuttling for delegates billeted at the Dusit Island Resort Chiang Rai.

Delegates arriving/departing separately from the HODs are requested to make their own transportation arrangements. Please coordinate with assigned liaison officers for assistance on transportation requirements and arrangements.

Please provide Conference Secretariat with travel schedule well in advance for necessary preparatory arrangements.

**Other Participants:** Participants requesting transportation assistance must contact Conference Secretariat prior to the conference. Participants may also approach the information desk located outside the international baggage claim area of the Mae Fah Luang–Chiang Rai International Airport for assistance.

Participants staying at the Dusit Island Resort Chiang Rai will be provided a free shuttle service to and from Le Méridien Chaing Rai Resort. The shuttle service schedule will be provided soon.

## 10. SECURITY AND PROTOCOL

GMS countries are requested to coordinate with the GMS National Coordinator for Thailand for all security and protocol arrangements during the conference. In particular, GMS countries are requested to inform the Royal Thai Government in advance:

- If the HODs will be accompanied by their own security personnel; and
- If media representatives from the GMS country will accompany the HODs and/or the delegation.

The Royal Thai Government will provide 24-hour security at the Le Méridien Chiang Rai Resort. GMS National Coordinators are requested to ensure that assigned liaison and security officers are informed in advance of the HODs' movements or activities to allow for provision of proper logistical and security measures.

All participants, except the HODs, will be subject to security checks when accessing meeting and function areas. **Participants are requested to wear conference ID prominently at all times during meetings and functions.**

## 11. TRANSLATION FACILITY

The official medium of communication for the conference is English. Simultaneous translation facilities (booths and audio equipment such as microphones and headsets) will be provided **only during the GMS Ministerial Meeting**, upon request by a GMS country.

GMS countries are requested to bring their own simultaneous translators who will sit inside the booth and whispering translator for HODs, as necessary.

## 12. MEETING DOCUMENTS

Advance copy of reference and meeting documents will be e-mailed to registered participants before the conference. The documents will also be compiled in a USB stick or flash drive to be given to country delegations (2 per country), development partners and private sector representatives during the conference.

Four (4) complete sets of printed meeting documents (for HODs + two (2) officials) will be given to each country delegation. Country delegations that need extra copies of meeting documents are requested to bring their own printed sets.

Participants may also get electronic copies of documents from the Conference Secretariat. Participants are requested to print their own set of documents, as needed.

## 13. BILATERAL MEETING

Requests for bilateral meetings should be e-mailed to the Conference Secretariat (e-mail: [suthirat@nesdb.go.th](mailto:suthirat@nesdb.go.th), [vudthidech@nesdb.go.th](mailto:vudthidech@nesdb.go.th), [prembun@nesdb.go.th](mailto:prembun@nesdb.go.th)) with subject line "Bilateral Meeting" **no later than 22 November 2016**. To prevent double booking, only the GMS country initiating the bilateral meeting should submit the request, specifying the date, time and participants (names and positions) of the meeting. The Conference Secretariat will confirm the meeting venue **by 25 November 2016**.

## 14. OTHER MEETING-RELATED SERVICES

The following services are available to participants:

Room / Service	Location
GMS Secretariat	Room 2301-2302
Host Country (Thailand) Secretariat	Room 2201-2202
Bilateral Room	Library – Board Room
VIP Holding Room	Library
Medical Services Room	Hotel Nursing Room (1 <sup>st</sup> floor)

## 15. CONFERENCE SECRETARIAT

### 15.1 Host Country

Name	Phone	E-mail Address
Ms. Suthirat Vanasrisawasd	+66-2 280-4085 ext. 6403	suthirat@nesdb.go.th
Mr. Vudthidech Chamnikij	+66-2 280-4085 ext. 6404	vudthidech@nesdb.go.th
Ms. Prembun Vorasapakarn	+66-2 280-4085 ext. 6410	prembun@nesdb.go.th
Mr. Ongart Rukkhawattanakul	+66-2 280-4085 ext. 6411	ongart@nesdb.go.th

### 15.2 ADB (GMS Secretariat)

Name	Phone	E-mail Address
Ms. Jyotsana Varma	+63-2 632-4444 ext. 4105	jvarma@adb.org
Mr. Shunichi Hinata	+63-2 632-4444 ext. 1750	shinata@adb.org
Ms. Rowena Sancio	+63-2 632-4444 ext. 5195	rsancio.consultant@adb.org
Ms. Josephine Duque-Comia	+63-2 632-4444 ext. 5361	jduque@adb.org
Ms. Kheuavanh Phanthaboun	+856-21 250-444	kphanthaboun.consultant@adb.org

## 16. LIAISON OFFICERS

Liaison officers stay with respective delegations at all times throughout the conference. The staff in charge of logistical and administrative arrangement for each country delegation should contact the assigned liaison officers in advance for any specific logistical and administrative requests of the HODs and the delegates.

Country	Head of Delegation for the Senior Officials' Meeting	Head of Delegation for the Ministerial Meeting
Cambodia	Mr. Kasemsit Yimparsit Tel: +66 63 219 2399 E-mail: Kasemsit@nesdb.go.th	Mr. Thuttai Keeratipongpaiboon Tel: +66 84 003 5929 E-mail: Thuttai@nesdb.go.th
PRC	Ms. Rattana Watcharanurak	Ms. Vanniya Emasiri

Country	Head of Delegation for the Senior Officials' Meeting	Head of Delegation for the Ministerial Meeting
	Tel: +66 80 993 6555 E-mail: Rattana@nesdb.go.th	Tel: +66 86 033 7605 E-mail: Vanniya@nesdb.go.th
Lao PDR	Mr. Griwin Vilaivan Tel: +66 87 596 5294 E-mail: Griwin@nesdb.go.th	Ms. Mattanee Phumklai Tel: +66 86 571 3304 E-mail: Mattanee@nesdb.go.th
Myanmar	Mr. Chamadanai Marknual Tel: +66 92 667 0068 E-mail: Chamadanai@nesdb.go.th	
Viet Nam	Mr. Sutamma Dharmasakti Tel: +66 91 121 7281 E-mail: Sutamma@nesdb.go.th	Ms. Orachat Sungkhamanee Tel: +66 94 364 4598 E-mail: Orachat@nesdb.go.th
ADB	Ms. Tanya Sornsinn Tel: +66 95 975 1485 E-mail: Tanya@nesdb.go.th	Mr. Nattawoot Tripetch Tel: +66 84 656 6030 E-mail: Nattawoot@nesdb.go.th

## 17. SECURITY OFFICERS

Country	Security Officer	Driver of Navigating Car
Cambodia	Pol. Capt. Raputkorn Onvan Tel: +66 9-9268-2298	Pol. Sen .Sgt. Maj. Pusit Donchai Tel: +66 8-6883-3306
PRC	Pol. Lt. Sompot Junpira Tel: +66 8-6913-5228	Pol. Lt. Cpt. Sundusit Hutapan Tel: +66 9-3260-0491
Lao PDR	Pol. Sravut Chaiyaso Tel: +66 8-7189-2007	Pol. Sen. Sgt. Maj. Thanakrit Sriwoy Tel: +66 8-3573-0574
Myanmar	Pol. Capt. Preedanara Kulanan Tel: +66 8-4383-4343	Pol. Cpt. Nattawut Soonthonnak Tel: +66 9-1852-3285
Viet Nam	Pol. Capt. Porriwat Tedsingha Tel: +66 8-7172-8997	Pol. Lt. Phichet Yamsiri Tel: +66 8-9268-8317
ADB	Pol. Capt. Akborom Atwongsa Tel: +66 8-9561-4635	Pol. Sen. Sgt. Maj. Adul Cheamungphan Tel: +66 8-4885-9225



# 21st GMS Ministerial Conference

30 November–1 December 2016 • Thailand

*Chiang Rai*



## Annex I

### Provisional Agendas

#### Senior Officials' Meeting

30 November 2016 • Utopia 1

[Dress Code: Business Attire in Black and/or White]

Chair: **Dr. Pattama Teanravisitsagool**, Deputy Secretary General,  
National Economic and Social Development Board, Thailand

Co-Chair: **Mr. Alfredo Perdiguero**, Officer-in-Charge, Regional Cooperation and  
Operations Coordination Division, Southeast Asia Department,  
Asian Development Bank

0815 – 0830	Registration
0830 – 0850	Opening Session
0850 – 0915	Session 1: Final Consideration of the Mid-Term Review Report of the Regional Investment Framework Implementation Plan (RIF-IP)
0915 – 1030	Session 2: Report on the Status of Other 21 <sup>st</sup> GMS Ministerial Conference (MC) Deliverables
1030 – 1045	Break
1045 – 1115	Session 3: Consideration of Final Joint Ministerial Statement
1115 – 1130	Session 4: Final Report by Thailand on Preparations for the 21 <sup>st</sup> GMS MC
1130 – 1215	Session 5: Other Matters
1215 – 1230	Closing Session
1230 – 1330	Lunch [Latest Recipe Restaurant]

## Development Partners' Meeting

30 November 2016 • Utopia 1

[Dress Code: Business Attire in Black and/or White]

Chair: **Dr. Pattama Teanravisitsagool**, Deputy Secretary General,  
National Economic and Social Development Board, Thailand

Co-Chair: **Mr. James Nugent**, Director General, Southeast Asia Department, Asian  
Development Bank

1300 – 1330	Registration
1330 – 1340	Opening Session
1340 – 1400	Session 1: GMS Regional Investment Framework Implementation Plan (RIF-IP) 2020
1400 – 1440	Session 2: Exploring New Synergies and Potential Partnerships in Selected Areas
1440 – 1500	Break
1500 – 1620	Session 3: Panel Discussions – Building Strategic Partnerships for Inclusive and Sustainable Growth in the GMS
1620 – 1630	Closing Session
1800 – 2100	Gala Dinner Hosted by the Royal Thai Government [Le Méridien Garden]

## Ministerial Meeting

1 December 2016 • Utopia Ballroom (Utopia 1 and 2)

[Dress Code: Business Attire in Black and/or White]

Chair: **H.E. Mr. Arkhom Termpittayapaisith**, Minister, Ministry of Transport/ GMS  
Minister for the Kingdom of Thailand

Co-Chair: **Mr. Stephen Groff**, Vice-President, Asian Development Bank

0830 – 0900	Registration
0900 – 1000	Opening Session
1000 – 1015	Photo Session: Heads of Delegation
1015 – 1055	Session 1: Report of the Chair of the Senior Officials' Meeting
1055 – 1110	Session 2: Report of the Co-Chair of the Development Partners' Meeting
1110 – 1120	Session 3: Report of the GMS Business Council
1120 – 1125	Session 4: Consideration and Endorsement of the 21 <sup>st</sup> MC Joint Statement
1125 – 1215	Session 5: Statements by the Development Partners
1215 – 1230	Chair's Summary and Closing Remarks
1230 – 1330	Lunch [Latest Recipe Restaurant]

**Annex II**  
**Site Visit to Doitung Development Project**  
**1 December 2016**  
**1330 – 1700 H**



“Doi Tung has become one of the best known and most popular tourist destinations in north Thailand. Visitors are attracted by the lush green forests, the spectacular colorful array of flowers in the gardens, the beautiful views, calm and peaceful atmosphere, and fresh air. The ethnic minority communities of Doi Tung, with their traditional ways of life, customs, and dress, are an additional attraction. More important, visitors can witness directly the practical application of the development philosophy of the Princess Mother and her son, His Majesty King Bhumibhol Adulyadej, through the implementation of Sustainable Alternative Livelihood Development: practical and sustainable ways to solve the social, economic and environmental problems that the people of Doi Tung had faced. The Doi Tung Development Project shares this experience and knowledge through study tours, so individual visitors or groups involved in development can see what is possible and are encouraged to adapt and use the concepts for themselves, their family, their own societies, or at a national or even global level.” (<http://www.doitung.com/en/about.php>)

Site Visit Schedule	
1330 – 1430	Depart from Le Méridien Chiang Rai Resort Lobby
1430 – 1500	Doi Tung Development Project Briefing
1500 – 1600	Free time
1600 – 1700	Back to Le Méridien Resort

**Registration.** Participants who plan to join the site visit must indicate in their registration to the conference. Participants can also register on-site (refer to section 4.)

## Annex III Le Méridien Chiang Rai Resort

- Hotel Map and Directory



Accommodations	
Angsana	Building A
Bamboo	Building B
Champa	Building C
Dalar	Building D
Eucalyptus	Building E

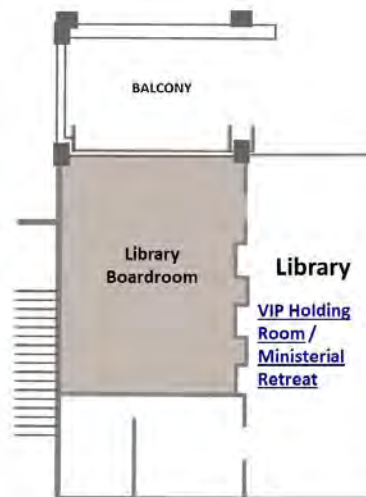
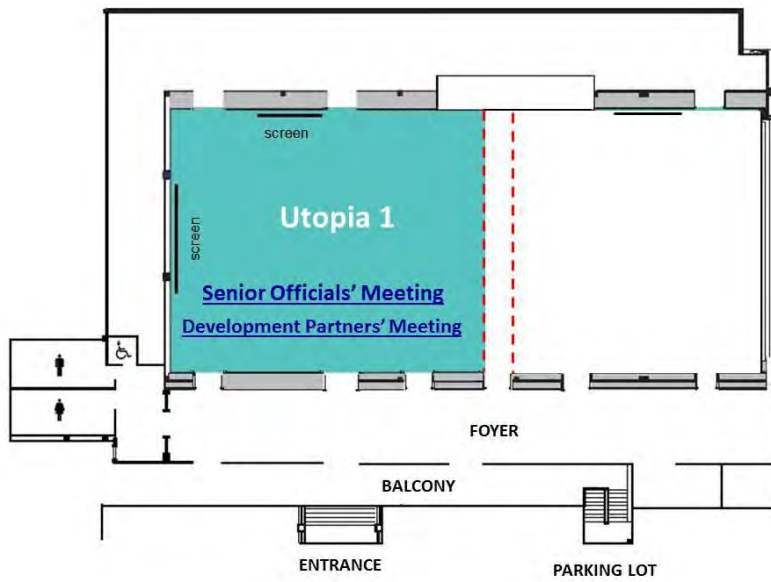
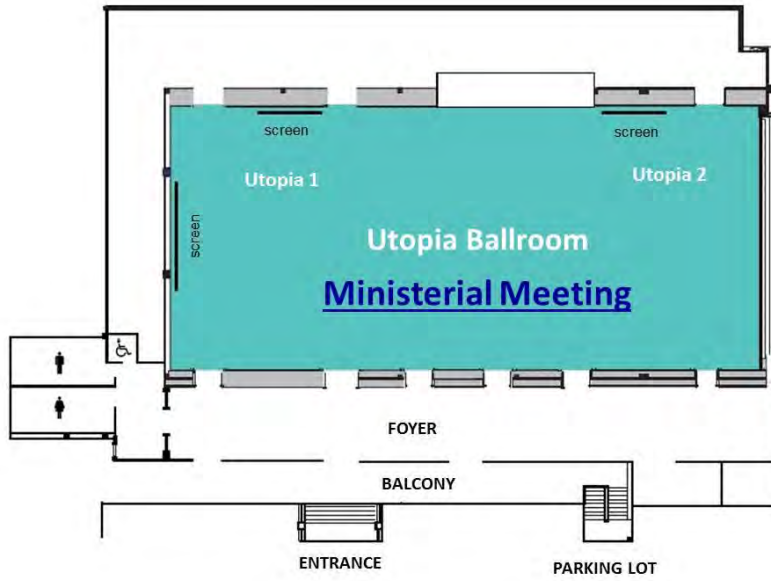
Dining	
Latest Recipe	1st Floor
Favola	Riverside
Latitude 19	Lobby Level
Chill Bar	Riverside

Meeting Facilities	
Utopia Ballroom	3rd Floor
Utopia 1	3rd Floor
Utopia 2	3rd Floor
Chamcha	3rd Floor
Library	1st Floor

Hotel Services	
Swimming Pool	Outdoor
Kiosk Gift Shop	3rd Floor
Oriental Artifacts	3rd Floor
Parvati Spa	Riverside
Fitness Center	2nd Floor
Business Center	3rd Floor



- Meeting Venues



## **Annex IV**

### **Guidelines for ADB-Sponsored Delegates**

#### **A. Round-trip International Air Ticket (6 Delegates)**

ADB Resident Missions (ADB RMs) in Cambodia, People's Republic of China, Lao PDR, Myanmar, Thailand, and Viet Nam will help arrange the round-trip air tickets of ADB-sponsored delegates from respective countries using the most direct route (within the ADB ceiling rates) from a delegate's city of origin. Each GMS country delegation will be provided a maximum of two (2) business class international air tickets for delegates with a rank of Director General or higher.

ADB RM focal persons will directly communicate with sponsored delegates about proposed flight itinerary. To avoid paying unnecessary rebooking fees (to be paid by delegate), delegates are requested to confirm acceptance of itinerary prior to issuance of air tickets. ADB-sponsored participants are also requested to send a copy of their passport (page with photo and personal details) for the travel agent's ticketing purposes.

All ADB-sponsored delegates are required to submit original boarding passes and a copy of air tickets to Ms. Joey Duque-Comia of ADB at the GMS Secretariat Room (Room 2301-2302) during the conference.

#### **B. Hotel Accommodation at Le Méridien Chiang Rai Resort (6 Delegates)**

For Heads of Delegation (HODs) for the Ministerial Meeting (MM), a Grand Deluxe room will be provided. All other sponsored delegates will be provided a Deluxe Garden View room. In case a sponsored delegate books a higher category room than the Deluxe Garden View Room (or Grand Deluxe room for HOD for the MM), delegate shall cover the additional cost of the room category upgrade. Any incidental expenses (i.e., telephone calls, laundry, food and beverage, and other hotel services), late check-out charges (if applicable), and extended hotel accommodation beyond what ADB will sponsor will be paid by the delegate.

#### **C. Reimbursement of Travel Claims and Allowances**

The ADB-sponsored delegates will be given daily subsistence allowance and a fixed allowance for miscellaneous travel expense (for those taking international flights) to cover visa processing fees, airport taxes, airport transfers, and lay-over expenses. In order to claim these allowances during the conference, the ADB-sponsored delegates are requested to submit the following documents:

- Photocopy of air tickets;
- Photocopy of passport details;
- Original boarding passes; and
- Original official receipt for purchase of air ticket (if purchased directly by the participants).

Please submit your travel documents to Ms. Joey Duque-Comia to process the claims. Lay-over expense of participants for their return flight back to their respective countries will be reimbursed after the conference and after submission to respective ADB RMs of their return boarding pass or hotel receipt in lay-over city.

ADB-sponsored delegates who purchased their own tickets will be reimbursed upon presentation of the air ticket, original boarding passes and original official receipt issued by the travel agency (or a copy of their credit card billing statement) after the conference. Please note that ADB will reimburse the cost of the most direct route only. Should there be any deviation from the standard provisions, please communicate with the GMS Secretariat prior to purchasing the tickets.